

## **CITY OF CALEXICO**

### **CLASS TITLE: HOUSING MANAGER**

#### **BASIC FUNCTION:**

Under the direction of the Economic Development Director, plan and direct State and federally funded housing programs.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan and direct State and federally funded housing programs as well as other assigned programs and projects.

Review and approve loan requests; meet with contractors and make decisions regarding financing agreements and work approvals; review budget and payment requests.

Communicate program requirements; explain programs to individuals and groups.

Prepare reports for performance of funding expenditures; prepare applications for State and federal funding; meet with representatives of funding agencies and the City's representatives.

Provide for and conduct inspections for on-going projects for progress payments and close-out loan documents.

Prepare agenda items for the City Council to deal with State programs; make presentations to the City Council and public agencies.

Prepare and monitor Department budgets.

Prepare plans for construction projects.

##### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Housing programs, policies and procedures.

Program objectives, goals, rules and regulations.

HUD regulations and requirements applicable to low-income housing and housing authorities.

Housing financing and development.

Grant writing methods and techniques.

Laws, rules and regulations related to assigned activities.

Oral and written communication skills.

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**Ewing & Company**

Principles and practices of administration, supervision and training.  
Technical aspects of field of specialty.  
Interpersonal skills using tact, patience and courtesy.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.

**ABILITY TO:**

Administer the City's Housing Program.  
Assure compliance with State and federal requirements and regulations.  
Prepare grant applications.  
Supervise and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate with a variety of departments or organizations regarding assigned activities.  
Maintain records and prepare reports.  
Plan and organize work.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Operate a computer and other office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in public administration, human services or related field four years responsible experience in public housing services program management.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting for extended periods of time.